

## DEP Right-to-Know Law Record Request Form

**Business Hours:** 8:00 am - 4:30 pm (RTK requests received after 4:30 pm are considered received the next business day)

**Mail to:** DEP Open Records Officer ("AORO"), DEP/BOS, PO Box 8473, Harrisburg, PA 17105-8473.

**Or Fax to:** 717-705-8023

**Or Email to:** [EP-DEP-RTK@pa.gov](mailto:EP-DEP-RTK@pa.gov) \*Request sent to any other email will not be deemed a RTKL request.

**Contact:** 717-787-2043

**Name of Requester (or Anonymous):** Cindy Long

**Name of Company (or N/A):** MuckRock News

**Requester's Street Address:** Dept MR 77716, 411A Highland Ave

**Requester's City/State/Zip Code:** Somerville, MA 02144

**Requester's Telephone Number:** (000) 000-0000

**Requester's Email Address:** 77718-49891511@requests.muckrock.com

Records being requested (please sufficiently describe the record(s) requested so that they are identifiable to Department staff.):

WMGR081

Department Records Requested: Name of Company or Individual of records you are seeking (including former names)

2018 Annual Reports 2018

Facility Name of Requested Department Records: Records for (if different from Company Name)

Street Address (including zip code)

N/A

County

Municipality

Additional information to assist with search and retrieval of responsive records (e.g. permit no.(s); dates or timeframe of records requested; programs of interest)

See attached.

**Programs for File Review**

**FORM OF RECORD PRODUCTION – check appropriate response:**

**REQUESTING FILE REVIEW ACCESS:**

Seeking access, review and self copying of records is at a reduced cost of \$.15 per page.

☒ YES  
☐ NO

**REQUESTING DUPLICATION AND MAILING RECORDS:**

Agency copying of records is at a cost of \$.25 per page

☐ YES  
☒ NO

**REQUESTING CERTIFICATION OF RECORDS:**

I WANT DEP TO CERTIFY RECORDS (AT A COST OF \$1.00 PER PAGE):

☐ YES